

CIVIL SERVICE COMMISSION

BOARD of COMMISSIONERS Meeting MINUTES (Website DRAFT)

Monday 13 May 2024 1.30pm - 3.50pm

Location: G/10, 1 Horse Guards Road, SW1A 2HQ London, and via Google Meet

Attendees:

Baroness Gisela Stuart	First Civil Service Commissioner	Chair
Kate Owen	Interim Chief Executive Officer	Board Member
Joanna Abeyie (virtual)	Commissioner	Board Member
Stephen Cohen (Virtual)	Commissioner	Board Member
Sarah Pittam	Commissioner	Board Member
Lea Paterson (virtual)	Commissioner	Board Member
Paul Gray (virtual)	Commissioner	Board Member
Elizabeth Walmsley	Commissioner	Board Member
Dr Neil Wooding (Virtual)	Commissioner	Board Member
Tony Poulter	Commissioner	Board Member
Elizabeth Hambley	Commissioner	Board Member
Paul Kernaghan	Commissioner	Board Member

Apologies: Martin Spencer, Commissioner and Board Member, Chris Pilgrim, Commissioner and Board Member.

1) Chair's Welcome

1.1) The Chair gave the following updates:

- There was one change to the Register of Interests, minutes of the previous meeting and the Action Log were reviewed.
- The Chair attended a House of Lords debate on 9th May 2024 on the appointment and removal of Permanent Secretaries and ministerial agreement had been reached on the Commission carrying out a thematic review on External by Default.
- On the new governance arrangements, members of the Joint Operations Committee (JOC) will be Chris Pilgrim, Martin Spencer and Elizabeth Hambley with Gisela as Chair, and ARC membership would be Martin Spencer as Chair, Paul Kernaghan and Neil Wooding. The JOC membership

will rotate.

2) CEO Update

2.1) The CEO provided an update on the Commission's current headcount with three new starters in the Policy and Operations team in the last few weeks and two members of the Secretariat leaving in the next few weeks.

2.3) The CEO set out the team's priorities for the next period including a continued focus on recruitment, a focus on the Code in the next few months, continued progress with the Annual Report and Accounts and the Framework agreement and work on the Commission's strategy.

3) Compliance Training for Commissioners

3.1) There was an update on the implementation of the new audit process. Audits under the new process have started with the first moderation meeting to be arranged shortly. The compliance team is in the process of conducting audits and drafting final reports ahead of the moderation meetings and a continuous lessons-learned exercise will take place throughout the first year of audits.

3.2) The plan for the delivery of moderation meetings was outlined, with the meetings intended to agree audit ratings, as well as ensure outcomes are objectively evaluated and that results are consistent. Commissioners will be sent a full moderation pack before the first moderation meeting.

3.3) The Board discussed the timing of the audits, resourcing and with whom the audit reports should be shared.

3.4) The first moderation meeting will take place at the end of June or start of July.

4) Strategy Development

4.1) The CEO presented the proposed priorities for the Commission's strategy and welcomed comments from the Board.

4.3) Commissioners provided feedback on the options and the legislative framework.

4.4) The CEO concluded the discussion by thanking Commissioners for their input.